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24 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report  
20 - 24 September 1971

GENERAL

1. A first draft of a brief guide for field case officers has been completed and work begun on a redraft. This is designed to be a handy reference with checklists for case officers stressing points most often neglected in infrequently performed or especially sensitive tasks. For

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[REDACTED]

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2. Arrangements have been completed for returning [REDACTED] to ALT and for releasing [REDACTED] for full time language training. This strengthens the support function at ALT, increases [REDACTED] chances to acquire a usable level of Italian, and seems to please all concerned.

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STAFF TRAINING BRANCH

3. The CS segment of the IWA Course is quite close to meeting our objectives for content and presentation. Reaction was good and we foresee no major changes in our approach, as developed to this point. The second running was more effective for several reasons: (1) We opened up more opportunities for question-answer exchanges and for general discussion with the students. (2) Role-playing sessions have better continuity and are keyed more to the student's level of understanding. (3) Less attention is given to CS organization, with more emphasis on the kinds of work involved.

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4. The second running of the Special Operations and Liaison Course for NSA was successfully completed. Several members of the class expressed their satisfaction with the coverage and indicated that an additional number of their colleagues would benefit from the opportunity. No commitment was made, but the comments indicate a possibility of a request for another course at some future date.

5. The Field Operations Familiarization Course has its usual mix of students (23). One student is a trainee in the Office of Communications Career Development Program.

#### AGENT AND LIAISON TRAINING BRANCH

6. During the period of this report, 15 programs involving 47 trainees were conducted. Nine were conducted in Washington, one in New York, and five were TDY's. Six of these programs finished during this period, four were continuing and five new ones began.



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Chief, Operations School/TR

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